Job Title: Runaway and Homeless Youth Program Coordinator

Job Description: Individuals in this position perform a variety of duties in support of the Runaway and Homeless Youth Program. These duties include: volunteer recruitment, training, and supervision; provision of direct services to program clients; supervision of youth counselors; and coordination and oversight of service delivery.

Qualifications: Requires a Bachelor’s Degree in human services or a related field from an accredited college or university. Master’s degree preferred. Excellent public speaking skills, good organizational skills, and the ability to work both independently and as the member of a team is required.

Specific Duties and Responsibilities:
1. Recruits and trains volunteers for the agency’s runaway and homeless youth, street outreach, and transitional living programs.
2. Provides counseling and case management services to youth and families.
3. Establishes and maintains case files on assigned clients. Documents client contacts in case files in accordance with agency standards.
4. Provides supervision, support, and consultation to runaway and homeless youth program counselors and volunteers.
5. Authorizes placements of youth in agency licensed foster homes and in the agency’s shelter facility in accordance with program policies and State of Wisconsin licensing guidelines.
6. Provides coordination and oversight of various components of the runaway and homeless youth program.
7. Participates in the on-call counselor rotation.
8. Performs other reasonable and related duties as assigned.

Salary & Benefits: Starting salary is $35,000 to $40,000 depending on educational level and experience. Benefits include health, life, dental, and disability insurance; paid holidays, SEP and 403B plans; flex spending account; mileage reimbursement; and generous paid time off.

Position Classification and Hours: This is a full-time, exempt position with primary work hours of Monday – Friday between 7:00a and 5:00p. Some evening work between 5:00p and 9:00p is required. Participation in the on-call counselor rotation is required.

To Apply: Submit a cover letter and resume by 5:00 pm on Friday, March 20, 2015 to:

Briarpatch Youth Services
ATTN: Casey Behrend
2720 Rimrock Road
Madison, WI 53713
or
casey.behrend@briarpatch.org
No Calls Please

Briarpatch Youth Services is an Affirmative Action/Equal Opportunity employer.